



DEPARTMENT OF THE AIR FORCE
AIR FORCE SECURITY ASSISTANCE TRAINING SQUADRON (AETC)



27 November 2017

MEMORANDUM FOR SEE DISTRIBUTION

FROM: AFSAT/MS

SUBJECT: Air Force Course Cancellation/Forfeiture Policy for FY18

References: (a) DSCA Manual 5105.38-M, Security Assistance Management Manual (SAMM), 30 APR 2012, C10.15.1 Charges for Course Cancellations or Withdrawals
(b) AFI16-105, 3 JAN 2011, Joint Security Cooperation Education and Training (JSCET), Para 6-3. Forfeiture Charge; Para 6-32. Forfeiture Charge and Adjustments

1. The purpose of this memo is to provide annual supplemental information for FY18 on forfeiture charges for cancelling or rescheduling USAF managed Security Assistance Training in accordance with references (a) and (b).
2. The following is a list of courses identified by the USAF as meeting the 100 percent forfeiture charge requirements as listed in the JSCET, Para. 6-3(1):

a. FLYING TRAINING COURSES (Note: JSCET para. 6-32 applies for these courses)

MASL	COURSE TITLE
D111008	ADVANCED TAC 2-SHIP FLIGHT LEAD
D111108	ADVANCED TAC 2-SHIP FLIGHT LEAD
D111121	ANG INTL F-16C/D BASIC CRS (SN)
D111154	ANG INTL F-16C/D BASIC CRS ADVANCED (PL)
D111159	ADVANCED TAC 4-SHIP FLIGHT LEAD
D111163	ANG F-16C/D INSTRUMENT QUAL/CONV CRS-TRK2
D111164	ANG INTL F-16C/D ADVANCED WEAPONS CRS (SN)
D111167	ANG INTL F-16C/D INSTRUMENT/CONV CRS-TRK 1(SN)
D111179	ANG INTL F-16C/D BASIC COURSE ADVANCED (MO)
D111187	ANG INTL F-16C/D INSTRUCTOR PILOT UPGRD CRS (SN)
D112018	C-17 AIRCRAFT COMMANDER AIRDROP
D112049	C-130J PILOT TRANX LONG (MISSION)
D112053	C-130J PILOT INITIAL QUAL (16.64 FLT HRS) - DE
D112055	AFGHANISTAN (IFS) FLIGHT SCREENING
D112060	C-130J PILOT INITIAL & MISSION QUALIFICATION
D112076	T-38 LEAD-IN
D112089	RC-135V/W RAVEN ELECTRONIC WARFARE OFFICER

D112093	RC-135V TACTICAL CRD ELEC WARFARE OFF QUAL
D112094	RC-135 AIRBORNE ANALYST QUAL
D112095	RC-135V/W ABN CRYPTO LANG ANAL QUAL & REQUAL
D112096	RC-135 NAV INITIAL/MISSION QUAL
D112097	RC-135V/W INFO INTEGRATION OFF QUAL
D112098	RC-135V/W RJ AB SYS ENG#1 INI/MSN QL TRNG CRS
D112099	RC-135V RJ ABNE SYS ENG #3 INI/MSN QUAL
D112101	RC-135 PILOT INI/MISSION QUAL (NATO/UK ONLY)
D112103	RC-135V/W SIGNAL SEARCH & DEV OPERATOR TRNG
D112104	RC-135 AIRBORNE MISSION SUPERVISOR QUAL
D112105	RC-135 AIRCRAFT COMMANDER INIT/MISSION QUAL
D112106	RC-135 DATA LINK OPERATOR QUAL
D112149	T-38 LEAD IN
D112153	T-38 LEAD IN
D112174	INITIAL FLIGHT TRAINING (IFT)
D150TLA	IFT TLA ONLY
D115053	C-130H2 PLT INTL SGL SHP ARDRP/ARLND (FLY ONLY)
D116196	MQ-9 BASIC & REQUAL CRS (B/TX-1) PILOT
D116197	MQ-9 BASIC & REQUAL CRS (B/TX-1) SENSOR
D116198	MQ-9 REQUALIFICATION & TRANSITION CRS (TX-3)
D116199	MQ-9 REQUALIFICATION & TRANSITION CRS (TX-3)
D116200	MQ-9 INSTRUCTOR UPGRADE TRG CRS (PILOT)
D116201	MQ-9 INSTRUCTOR UPDGADE TRG CRS (SENSOR)
D116203	MQ-9 LAUNCH/RECOVERY TRG CRS (PILOT)
D116204	MQ-9 LAUNCH/RECOVERY TRG CRS (SENSOR)
D116206	BASIC FIGHTER INTRODUCTION
D116213	MQ-9 SENSOR OPERATOR TRANS (TX-4) W/O WEAPONS
D116214	MQ-9 PILOT TRANSITION (TX-4) WITHOUT WEAPONS
D116217	MQ-9 BASIC & REQUAL CRS W/O WPNS (B/TX-1) PILOT
D116218	MQ-9 BASIC & REQUAL CRS W/O WPNS (T/TX-1) SENSOR
D116226	BASIC FIGHTER INTRODUCTION (BFI)
D117029	C-130J MAINT ENGINE GROUND RUN REFRESHER
D117159	C-13J LOADMASTER TRANSITION LONG
D128070	FALCON 20 SIM, INITIAL
D128071	FALCON 50 SIM, INITIAL
D128072	FALCON 50 SIM, RECURRENT
D128074	C-130J SIM REFRESHER – PILOT
D128075	C-130J SIM REFRESHER – LMSTER

b. TECHNICAL TRAINING

MASL	COURSE TITLE
D122005	FLT SAFETY OFF (SATP/FSO)
D122009	INTL AIR WEAPONS CONTROLLER TRNG
D122055	THEATER AIR OPNS COURSE (TAOC)
D142006	MUNITIONS SYS (SATP)

D142069	F-16 ARMAMENT SYSTEMS (SATP)
D149538	C-130E/H ENVIRONMENTAL SYS (PL)
D149539	C-130 AIRCRAFT FUEL SYS
D149540	C-130 AN/AYW-1(V) 1 AFCS/AN/ASN-167(V)1GCAS(O MA)
D149542	C-130E/H INSTRUMENT REPAIR
D149543	C-130E/H ACFT ISOCHRONAL INSPECTION
D149544	C-130 PROPELLER (HS54H60-91) ORG MAINT
D149546	C-130 TRAFFIC COLLISION AVOIDANCE SYS (TCAS)
D149547	C-130E AIRCRAFT FLIGHTLINE TRANS (PL)
D149651	C-130 PROPELLER (HS54H60-91) ORGANIZATIONAL MAINT
D175172	USAF PROSTHODONTICS RESIDENCY
D179069	F-16 BLK60 TRG PRGM (UAE)

c. OTHER TRAINING COURSES

MASL	COURSE TITLE
D136027	MULTINAT'L ELCTRNC WARFARE INTL OFF CRSE (SATP)
D136028	NATO ELCTRNC WRFRE INTL OFF CRSE (SATP)
D171003	SQUADRON OFFICER SCHOOL
D171011	INTL OFF SCHOOL (FOR AWC)
D171012	SOS INTL OFF SCH CRS
D171014	INTL OFF SCHOOL (FOR AC&SC)
D172013	COMB STRAT INTEL TNG PGM
D172020	INTL INTELL OFFICER
D175017	FLIGHT NURSE
D175062	ADV AEROSP MED/INTL MED OF
D175066	AEROSPACE & OPERATIONAL PHYSIOLOGIST OFF 101
D175466	EXEC HLTHCR RES MGT CRS
D175567	HIV/AIDS PLANNING & POLICY DEVELOPMENT
D178238	SCM DISCS LOGISTICS SUPPORTCRS
D178258	SCM SECURITY COOPERATION MGMT-ONLINE CRS
D179080	MECH505
D179083	SENG797
D179084	SYSTEMS ENGINEERING (PHD)
D251302	SCM DISCS REG ADV LOGISTICS
D256013	SCM DISCS REG ADV FINANCE
D262706	SCM DISCS REG OVERVIEW
D262707	SCM DISCS REG ADV TRAINING
D309058	BIOSECURITY/SAFETY: PLANNING FOR NATIONAL PROT
D309059	INF CNTL & HLTHCARE WORK SAF EBOLA & PAN MGMT

3. In accordance with JSCET, paragraph 6-3 forfeiture charges:

a. Training dedicated/specifically designed for international customers: Once a dedicated training is confirmed, a forfeiture charge up to 100 percent will apply if the country fails to send a student to the training, unless the quota is filled by another international student. Dedicated

training includes courses which rely on contract support and/or courses that are designated for international students only.

The MILDEP will identify those courses that are dedicated training by message to the Security Cooperation Organization on an annual basis.

b. Contracted Training: Under USG direct contract, all costs incurred up to the point of contract cancellation shall be paid. This could include total charges or partial charges. Each element of cost will be reviewed and negotiated for a final settlement cost by appropriate USG warranted contracting officer and the contractor. If the contractor cancels or reschedules training, no penalty will be assessed.

c. All other training: There will be a 50 percent charge for all confirmed training canceled or rescheduled with less than 60 days notification unless the quota is filled by another student. The charges will be applied to all confirmed training within the 60-day window. Additionally, a 50 percent forfeiture charge will be applied to all training that falls within and outside the 60-day window if the training is part of a sequential pipeline that a student would attend as part of a complete curriculum. MILDEP will specify training that is part of a sequential pipeline by message to Security Cooperation Organization on an annual basis. Similarly, any cancellation or rescheduling of training that was scheduled at the request of the country without the required lead time to cancel/reschedule will incur a 50 percent charge.

d. Procedures: The date the request is received from the country by the Security Cooperation Organization or other duly appointed and recognized U.S. representative will constitute the official notification date. The Security Cooperation Organization must immediately comply with the cancellation procedure established by the MILDEP, indicating the date that formal cancellation was received from the country.

e. Forfeiture charges: These charges will not be applied when cancellation is the fault of the USG, such as deletion of classes or rescheduling, nor will it be applied when the cancellation is due to unavoidable circumstances within the country, such as national disasters or airline strikes. Ultimate assessment of the penalty is at the discretion of the respective military department.

f. The country should be provided training dates at least 90 days before the start date. Forfeiture charges will not be applied if country cancels or declines training and dates that were provided less than 90 days in advance. However, if later training dates were provided at the request of country, the charges will be applied.

g. For training under IMET only: When IMET appropriations do not materialize at the program CPD levels and DSCA directs countries to reduce their program, they are allowed 60 days to make the required adjustments without penalty for course cancellations. The 60-day adjustment period begins with State Department notification of IMET levels. Waiver of penalty charges under this paragraph does not apply to contract-dedicated or sequential training or to normal program adjustments to accommodate new courses during the same timeframe.

h. Assess charges: The following guidelines apply to assess charges after arrival of the IMS at the first CONUS or OCONUS training activity.

(1) When the direct-entry IMS fails to achieve the prerequisite ECL on the CONUS course-entry ECL test resulting in rescheduling or cancellation of training, charges will apply according to paragraphs 6–3a through 6–3c. When IMS attending ELT at DLIELC fail to meet the language prerequisite of the follow-on course, the country will be charged for the language training received and for follow-on training according to paragraphs 6–3a through 6–3c.

(2) When the IMS is recalled by their country for official reasons or the IMS has disciplinary problems, illness, or disability incurred before departing country, forfeiture charges will be assessed for the current course or phase and for the follow-on course according to paragraphs 6–3a through 6–3c.

(3) When the IMS has an injury or illness incurred during training, or compassionate return, the country will be assessed forfeiture charges for all contract/dedicated/sequential pipeline training according to paragraph 6–3a through 6–3c. For all other training courses, assess forfeiture charges for the course started but not completed; do not assess forfeiture charges for the follow-on course.

4. In accordance with JSCET, paragraph 6-32 Forfeiture Charges and Adjustments: To avoid forfeiture charges, training must be canceled at least 60 days prior to the course start date and 180 days for all flying training. Training dates are provided to the Security Cooperation Organization in the STL or by message. The training dates are considered acceptable unless the Security Cooperation Organization requests a change. If an IMS is eliminated before completing a course, tuition costs will be adjusted as follows:

- a. Flying courses-prorated basis but not less than 50 percent.
- b. Technical courses-prorated basis but not less than 50 percent.
- c. Training cost on a per week basis-for the number of weeks training was received.

5. USAF Sequential Pipeline Training Courses: For students already attending training within a scheduled training pipeline, there will be a 50 percent charge for all confirmed training cancelled or rescheduled with less than 60 days notification unless the training is reallocated and filled by another student. The cancellation policy will be applied to all confirmed training within and outside the 60-day window if the training is part of a sequential pipeline that a student would attend as part of a complete course curriculum.

6. Courses not identified in this memo will be assessed the standard 50 percent charge if cancelled without 60 days notification. This message supersedes previous memorandums.

7. AFSAT/CC is the signature authority for waiving any forfeiture fees.

8. AFSAT POC is Mr. James Trimble, AFSAT/MS and he can be contacted at DSN 487-9128, commercial (210) 652-9128, or via e-mail at james.trimble.4@us.af.mil.

A handwritten signature in black ink, appearing to read 'D. Hornyak', with a stylized, sweeping flourish at the end.

DAVID J. HORNYAK, Colonel, USAF
Commander

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